THE ARMY RECORDS INFORMATION MANAGEMENT SYSTEM (ARIMS)

AR 25-400-2

18 MARCH 2003

EFFECTIVE: 18 APRIL 2003

ARIMS
AR 25-400-2

WHAT IS ARIMS?

ARIMS provides the Army with the ability to more easily manage its hard copy and electronic records. Using web based tools and technology, ARIMS provides enhanced capabilities for the identification of important records, storage and indexing of those records, and the tracking and retrieval of those records stored in the Army's Records Holding Area(s).

ARIMS

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How do I access ARIMS?

To use features of ARIMS, you must first obtain a User ID and password. The information you provide during registration is used to create a unique profile for you that defines which features you will have access to use.

WEB SITE: http://www.arims.army.mil/

PURPOSE

- **Establishes the Army Records Information Management System (ARIMS)**

- **Furnishes the only legal authority for destroying nonpermanent Army information.**

- **Provides life-cycle management instructions for the systematic identification, maintenance, storage, retrieval, maintained, used, and disposed**

PURPOSE
(Continued)

- **Ensures that mission-oriented records are available when needed, that thy are in usable format, and are created, maintained, used, and disposed of at the least possible cost.**

- **Preserves those records needed to protect the right and interests of the Army and its members and former members, and those that are of permanent value.**

- **Ensure records related to matters involved in administrative or**

HISTORY

- **AR 340-2, Maintenance and Disposition of Records for TOE & Certain Other Units of the Army (7 Dec 84)**
- **AR 340-18, The Army Functional Files System: General provisions ( )**
- **AR 25-400-2, The Modern Army Record Keeping System (MARKS) (15 Oct 86, 24 Feb 93, 1 Oct 01)**
  - **AR 30-1, The Army Food Service Program (1 Jan 85) MARKS Files from FY-87 to FY-02)**
  - **AR 30-22, The Army Food Program (30 Aug 02)**
  - **DA PAM 30-22, Operating Procedures For The Army Food Program (30 Aug 02) MARKS Files for FY-03**
- **AR 25-400-2, The Army Records Information System (ARIMS) (18 Mar 03)**

ACRONYMS & ABBREVIATIONS

- **AEA – Army Electronic Archives to which records are transferred.**
- **ARIMS – The Army Records Information Management System**
- **CFA – Current Files Area**
- **DISPOSITION INSTRUCTION CODES**
  - **K – Keep Records**
  - **K6 – A record is kept until no longer needed for business but no longer than 6 years**
  - **E – Event when Applicable KE6 – A record is kept until no longer needed for business but no longer than 6 years after a specific event occurs.**
  - **KU – Keep until disposition instructions are published.**
  - **P – Permanent Retention**
  - **T – Transfer**

ACRONYMS & ABBREVIATIONS
(CONTINUED)

–TEP – A record is transferred when no longer needed for business after a specific event occurs.

– TU – Keep until no longer needed for conducting business, then transfer to the AEA or RHA.

– U – Unscheduled Records

- **ORL – Office Records List**
- **RHA – Records Holding Area**
- **RM Assist – Records Manager Assist**
- **RN – Records Number**
- **RRS-A – Records Retention Schedule - Army**
- **USAPA – U.S. Army Publishing Agency**

LABELING

K2: 30 Food Program (04)
OFFICE RECORDS LIST (ORL) & RECORDS RETENTION SCHEDULE-ARMY
(RRS-A)DEST when superseded or obsolete.

KE2: 30 General food program (04)
Correspondence files
ACTION DOCUMENTS
FY: COFF 30 Sep 04, DEST Oct 06

KE2: 30 General food program (04)
Correspondence files
NON-ACTION DOCUMENTS
FY: COFF 30 Sep 04, DEST Oct 06

T2: 30-22a Cash receipts (04)
CONTROL RECORDS FOR DD FORM 1544
Keep in CFA until no longer needed for
Conducting business, then retire to RHA/AEA.

KE2: 30-22b Menus files (04)
RRC 15-DAY MENUS, ALTERNATIVE MEALS, & OPERATIONAL RATIONS
DEST when superseded or obsolete.

KE2: 30-22b Menu files (04)
MENU MANAGEMENT BOARD MINUTES
FY: COFF 30 Sep 04, DEST Oct 06

KE2: 30-22c Dining facility reviews (04)
FY04 FOOD SERVICE RECORDS REVIEW SCHEDULE AND STATUS REPORT
FY: COFF 30 Sep 04, DEST Oct 06

KE2: 30-22c Dining facility reviews (04)
ANNUAL REVIEW OF FOOD SERVICE RECORDS (FY03)
FY: COFF 30 Sep 04, DEST Oct 06

KE2: 30-22c Dining facility reviews (04)
DA FORM 3988-R (EQUIPMENT REPLACEMENT RECORD)
FY: COFF 30 Sep 04, DEST Oct 06

KE2: 30-22c Dining facility reviews (04)
FOOD SAFETY & PROTECTION CERTIFICATES & COURSE ATTENDANCE SHEETS
FY: COFF 30 Sep 04, DEST Oct 06

KE2: 30-22d Dining facility operations (04)
DA FORM 2970 (HEADCOUNT REPORT)
FY: COFF 30 Sep 04, DEST Oct 06

KE2: 30-22d Dining facility operations (04)
DA FORM 3032 (SIGNATURE HEADCOUNT SHEET)
FY: COFF 30 Sep 04, DEST Oct 06

KE2: 30-22d Dining facility operations (04)
DA FORM 3034 (PRODUCTION SCHEDULE)
FY: COFF 30 Sep 04, DEST Oct 06

KE2: 30-22d Dining facility operations (04)
DA FORM 3234 (INVENTORY RECORD)
FY: COFF 30 Sep 04, DEST Oct 06

KE2: 30-22d Dining facility operations (04)
DA FROM 5913 (STRENGTH & FEEDER REPORT)
FY: COFF 30 Sep 04, DEST Oct 06

KE2: 30-22e Food program projects (04)
DINING FACILITY PROJECT
FY: COFF 30 Sep 04, DEST Oct 06

TP2: 30-22f1 Menus development (04)
MASTER & SPECIAL MENUS & NUTRITION
Keep in CFA until no longer needed for
Conducting business then retire to
RHA/AEA.

KE2: 30-22f2 Menus development (04)
INGREDIENT PRICE LISTS, RATION FACTOR LISTS, COPIES OF MENUS & MENU BOARD MINUTES
FY: COFF 30 Sep 04, DEST Oct 06

KE2: 30-22g Ration requests – Brigade or higher (04)
CONSOLIDATED RATION REQUESTS
FY: COFF 30 Sep 04, DEST Oct 06

KE2: 30-22h Ration request, issue, delivery, and account status files (04)
DA FORM 3953 (PURCHASE REQUEST AND COMMITMENT)
FY: COFF 30 Sep 04, DEST Oct 06

KE2: 30-22h Ration request, issue, delivery, and account status files (04)
DA FORM 5914 (RATION CONTROL SHEET)
FY: COFF 30 Sep 04, DEST Oct 06

T2: 30-22i2 Food program reports – other offices, brigade, division, installation, & MACOM food advisor (04)
ASSIST VISITS
Keep in CFA until no longer needed for conducting business, then retire to RHA/AEA

T2: 30-22i2 Food program reports – Other offices, brigade, division, installation, and MACOM food advisor (04)
CONNELLY AWARDS PROGRAM RESERVE COMPONENT FIELD KITCHEN CATEGORY
Keep in CFA until no longer needed for conducting business, then retire to RHA/AEA

KE2: 30-22m Unsatisfactory subsistence files (04)
DA FORM 1608-R (UNSATISFACORY MATERIAL REPORT)
FY: COFF 30 Sep 04, DEST Oct 06

T2: 30-22i2 Food program reports – Other Offices, (04)
brigade, division, installation, and MSCOM food advisor
BEST DINING FACILITY AWARDS
Keep in CFA until no longer needed for conducting business, then retire to RHA/AEA

KE2: 30-22k Facility and equipment (04)
layout reviews
PLANS & EQUIPMENT LAYOUT DRAWINGS & SPECIFICATION SHEETS
FY: COFF 30 Sep 04, DEST Oct 06

KE2: 30-22m Unsatisfactory subsistence files (04)
DA FORM 1608-R (UNSATISFACORY MATERIAL REPORT)
FY: COFF 30 Sep 04, DEST Oct 06

KE2: 30-22p TISA BDFA, price list, (04)
And adjustment files
BDFA, MEAL RATES, & PRICE LISTS
FY: COFF 30 Sep 04, DEST Oct 06

KE2: 30-5a2 Food cost and feeding (04)
strength reports – Feeder reports
DA FORM 2969-2-R (FOOD COST & FEEDING STRENGTH SUMMARY US ARMY RESERVES)
FY: COFF 30 Sep 04, DEST Oct 06

LABELING

ARMY FIELD FEEDING SYSTEM (AFFS)

KE2: 30-22aa Field ration accounts (04)
CORRESPONDENCE – ACTION DOCUMENTS
FY: COFF 30 Sep 04, DEST Oct 06

KE2: 30-22aa Field ration accounts (04)
CORRESPONDENCE – NON-ACTION DOCUMENTS
FY: COFF 30 Sep 04, DEST Oct 06

KE2: 30-22dd Field menu files (04)
OPERATIONAL MENUS & TRAINING MENUS
FY: COFF 30 Sep 04, DEST Oct 06

KE2: 30-22ee Field kitchen review files (04)
DA FORM 5161-R (COMPREHENSIVE FOOD ESTABLISHMENT INSPECTION)
FY: COFF 30 Sep 04, DEST Oct 06

KE2: 30-22ee Field kitchen review files (04)
ANNUAL TRAINING (AT) REVIEW OF FOOD SERVICE RECORDS
FY: COFF 30 Sep 04, DEST Oct 06

KE2: 30-22ff Field ration request, Production, control sheet and feeder report files (04)
DA FORM 3294 (RATION REQUEST/ISSUE/ TURN-IN SLIP)
FY: COFF 30 Sep 04, DEST Oct 06

KE2: 30-22ff Field ration request, Production, control sheet and Feeder report files (04)
DA FORM 5913 (STRENGTH & FEEDER REPORT)
FY: COFF 30 Sep 04, DEST Oct 06